

STATE AND CONSUMER SERVICES AGENCY
DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING
JOB OPPORTUNITY BULLETIN

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX,
MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACE IN PUBLIC SERVANTS.

UNIT: Elk Grove – Business Services (**PENDING BUDGET APPROVAL**)

CLASSIFICATION: Associate Governmental Program Analyst

SALARY: \$4255 - \$5172

FINAL FILING DATE: Until Filled

DUTIES: Under the direction of the SSM I, the incumbent performs a variety of departmental administrative support services requiring sufficient knowledge of operational policies and procedures and assists in the development of a wide variety of complex technical documents. The incumbent also serves as the selection services analyst for all continuous filing examinations. Duties include, but are not limited to the following: Property Management – responsible for property control; establishes and maintains current accounts and records of property location, records the receipt of new property; receives requests for and makes recommendation of transfer of property, secures appropriate approvals (including control agencies approvals) for the disposal/transfer of property, arranges for the pickup/removal of property, conducts periodic inventories and inspections of property. Continuous Testing – responsible for planning, conducting, coordinating, and monitoring continuous testing examinations for the DFEH. Acts as a consultant and provides guidance in examination planning and processing to DFEH management, personnel staff, and other DFEH employees. Interpret testing and certification civil service laws, rules, and procedures. Records Management – responsible for managing the Department's records management functions; develops and maintains adequate and effective records management programs, analyzes requests for filing systems and makes recommendations on filing systems options, assists in the installation of new filing systems. Reviews records retention schedules to ensure the DFEH is in compliance with established rules, regulations, and policies. Conducts analyses to determine the feasibility of documents imaging/scanning, etc. Conducts analyses of legislation impacting records managements, and prepares reports.

DESIRABLE QUALIFICATIONS: Excellent writing and analytical skills; the ability to work independently and to speak and write clearly, concisely and accurately; reason logically and creatively in resolving problems; skill in dealing effectively with others; willingness and ability to accept responsibility and meet deadlines; and ability to manage multiple projects with different time frames. Ability to operate a computer and knowledge of Excel and Word software programs. Some travel is required to conduct official State business. Selected candidate will be required to certify they have a valid California driver's license and liability insurance.

WHO SHOULD APPLY: Applicants must be a current or former State employee with transfer or reinstatement eligibility for the classification indicated, or be reachable on a current employment list for the classification. Appointment is subject to SROA and State surplus policies. Surplus candidates must submit copy of surplus status letter. Applicants will be screened and those best qualified will be interviewed.

SEND COMPLETED STATE APPLICATION (STD 678) TO:

Department of Fair Employment and Housing
ATTN: Personnel Office
2218 Kausen Drive, Suite 100
Elk Grove, CA 95758

(916) 478-7229
TTY (800) 700-2320